

**CLASS TITLE:        ASSOCIATE DIRECTOR, MANAGEMENT  
                                 INFORMATION SYSTEMS  
                                 (CORRECTIONS)**

**Class Code: 02595300**

**Pay Grade: 39A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Corrections, to be responsible for planning, managing organizing, coordinating, reviewing and directing the activities of management information systems; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general administrative direction of the Assistant Director of Administration (Corrections) with wide latitude to exercise extensive independent judgement and initiative; work is subject to review through conferences and reports for conformance to established policies and provisions of law, rules and regulations, and conformance with the mission of the Department.

**SUPERVISION EXERCISED:** Directs the work of several units; manages, plans, organizes, coordinates, reviews and directs the work of a staff of professional, technical, uniformed correctional staff and clerical workers.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Corrections, to be responsible for planning, managing, organizing, coordinating, reviewing and directing the overall management of several units engaged in carrying out Bails, Records and Identifications, Management Information Systems and Quality Control activities; designing, planning, directing and implementing all activities related to Management Information Systems and planning and directing the analysis, design and implementation of computer-related systems in order to provide for a more efficient and effective management of all aspects of the Department; to compile and control required federal/state reports; to be responsible for a system which is on-line and is used and relied upon by staff for critical public safety decisions (bails, releases, transfers, the court, and so forth), to be available for emergency response at all times (24 hours a day) to security and Records/ID staff; to manage the entire Records and Identification operation, including supervision of both uniformed Captains and Lieutenants and civilian staff; to be responsible for all committing, identification, bailing, sentence calculation, transfers and release activity, and to do related work as required.

To supervise a Management Information System Unit which provides for analysis, design, modification and implementation of computer systems related to the mission and everyday operations of all sections of the department and to maintain and enhance, as appropriate.

To supervise a monitoring system that provides information to department management needed to promote and effective policy-making process in the development/refinement or an integrated information system.

To be responsible for the monitoring of and-delivery to department management of an effective and timely reporting system required to facilitate management decisions affecting every aspect of the department.

To oversee the analysis design, development and implementation of comprehensive computerized correctional cornerstone applications, such as an Inmate Facility Tracking System "INFACTS" and the Organizational Management Information System, including the development of Requests for Proposals (RFP's); planning documents; selection of and oversight of subcontractors; interface with federal agencies, Department of Administration's office of Information Processing (OIP); program staff and vendors; and certification and maintenance of the system.

To coordinate and supervise the development of the inmate accounting, duty officer, probation, parole and community corrections automated systems.

To develop, install, maintain, support and redesign all stand alone applications in such diverse areas as training, prison industries and home confinement throughout the department.

To order, distribute, install and maintain inventory with respect to all computer-related equipment and supplies in use at the department.

To coordinate the integration of all departmental computerized information systems so as to ensure maximum efficiency, cost-effectiveness, and enhancement systems to the department.

To represent, coordinate activities and information sharing with the other components of the Criminal Justice Information Systems.

To establish priorities among programs within the units specified.

To do related work as required.

## **REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of management principles as applied to the analysis of data and information as it relates to correctional facilities, programs and administration; the ability to design and implement management information processing systems; the capability to manage, plan, organize, coordinate, review and direct the work of a staff of professionals, technical staff, uniformed officers and clerical workers engaged in the above tasks; a working knowledge of federal/state statutes, regulations and guidelines which relate to and govern the programs administered by the department; the ability to write, monitor and control the reports dealing with management decisions; a thorough knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting and reporting; the ability to identify and solve administrative problems; ability to understand the needs of correctional administration and line staff and match the requirements with options offered by up-to-date technology; a thorough knowledge of Criminal Justice and corrections information and records; ability to respond effectively at all times to problems or emergencies involving departmental records or computer systems; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: Possession of a Master's Degree from an accredited institution of higher learning in a field related to Corrections and Administration or Criminal Justice; and

Experience: Such as may have been gained through: considerable employment in both juvenile or adult criminal justice agency and the field of information systems; and

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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